

CORRECTIONAL COUNSELOR I

Employment Opportunity

The Board of Prison Terms is an Equal Employment Opportunity Employer

JOB LOCATION

Varies

Board of Prison Terms
1515 K Street
Sacramento, CA 95814

POSITION STATEMENT – (Permanent, Full-time)

Permanent, Full-time - 6 Positions Available

Region 2 - San Francisco, Santa Clara, Lake/Mendocino, Humboldt/Del Norte

Under the supervision of the Correctional Counselor II Supervisor, the Correctional Counselor I is responsible for providing hearing security and the coordination of parole revocation proceedings that occur at Decentralized Revocation Units (DRUs) as well as county jails and other facilities where Board of Prison Terms does not have contracts with local authorities to provide peace officer hearing security. Positions are located in four geographical regions throughout California. Incumbents must be willing to incur some overnight travel to meet the needs of the Board of Prison Terms. Incumbents are required to meet and maintain all requirements mandated by the California Commission on Peace Officers' Standards and Training.

Responsibilities include: 1) Identify, track and monitor parolees in custody at county jails to ensure due process; 2) Maintain a tracking record of parole violator's time spent in custody at county jails and provide reports as required; 3) Secure hearing facilities, equipment, supplies and distribute relevant documents and evidence; 4) Coordinate attorney assignments and schedule the Probable Cause Hearings; 5) Coordinate and facilitate revocation hearings at county jails; 6) Verify court status of any pending criminal prosecution and ensure parolee is available for scheduled hearing dates and time; 7) Provide security and protection of Deputy Commissions, witnesses, parolees and other hearing participants at the Probable Cause Hearings and revocation hearings; 8) Escort parolees and witnesses; 9) Conduct searches for weapons and ensure all safety guidelines are met; 10) Maintain order in the hearing room; 11) Coordinate transportation of parolees and prepare documents for transportation; 12) Facilitate parolee releases pursuant to dispositions for dismissal of charges; 13) Liaison with staff at county jails regarding hearing rooms and work areas; 14) Function as contact person for all jail issues associated with housing parolees; 15) Liaison with P&CSD staff regarding ongoing issues; 16) Responsible for knowing operations plans, emergency procedures and locations of alarms within the hearing sties and alarm activation procedures

SALARY

\$5107.00 - \$5,913.00

DESIRABLE QUALIFICATIONS

- Flexible and independent worker, strong working knowledge of the revocation process and due process rights.
- Sensitivity to persons with disabilities and ability to work as a team member.
- Good computer skills. Strong ability to cultivate effective working relationships with others. Good communication skills. Ability to exercise good judgment.
- Ability and willingness to travel overnight.
- Awareness of the organization, mission and values of the Board of Prison Terms.

Regional Distributions

FINAL FILING DATE

Until Filled

SEND APPLICATION TO

Board of Prison Terms

1515 K Street

Sacramento, CA 95814

Applicants must have transfer, list, reinstatement, or SROA/ Surplus eligibility equivalent to CC I. Lateral transfers will be considered from candidates currently at the CC I, or equivalent peace officer classification. **All applications must indicate civil service classification, not working titles. All CDC applicants must have completed 24 months of service in the apprenticeship program.** Applicants are required to submit a State Application (Form 678) by the final filing date, September 3, 2004.

FOR ADDITIONAL INFORMATION CONTACT Renee Encoyand at 916-503-4597